



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Gregory Bialecki, Secretary, EOHED

**PUBLIC HOUSING NOTICE 2012-01**

To: All Local Housing Authority Executive Directors  
From: Lizbeth Heyer, Associate Director, Division of Public Housing & Rental Assistance  
Subject: Re-Issuance of Budget and Executive Director Salary Certifications  
Date: January 6, 2012

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We have taken into consideration concerns voiced regarding the form of certification included in DHCD's request for LHA budget and Executive Director (ED) salary certifications and in response are:

1. Issuing updated versions of the budget and ED salary certifications (see attached).
2. Issuing a third certification that addresses Year-end Financials (see attached).

Currently LHA Executive Directors and Fee Accountants complete and submit a form to DHCD certifying year-end financials. Boards are not required to complete a similar form.

The new certification requires EDs to present year-end financials to their respective Boards. Boards, EDs and Fee Accountants will then jointly certify and submit statements to DHCD.

3. Working to develop a new and enhanced mandatory annual training for all LHA Board members.

There will be more to come on this front in the upcoming months.

**Certification Submission Requirements**

**For the LHAs who have not submitted any of the previously circulated budget and ED salary certifications to DHCD to date, or**

**For the LHAs who have submitted incomplete or revised certifications to DHCD**

Please have:

- A. All Board Members sign the newly distributed budget and ED salary certifications;
- B. The ED, Fee Accountant and all Board Members sign the year-end financial statements certification as it pertains to your most recent year-end; and

C. Submit all of the above to Laura Taylor at DHCD no later than January 31, 2012.

**For the LHAs who have submitted previous versions of the budget and ED salary certifications**

Please have

- A. The ED, Fee Accountant and all Board Members sign the year-end financial statements certification as it pertains to your most recent year-end; and
- B. Submit the certification to Laura Taylor at DHCD no later than January 31, 2012.

Note, you do not have to resubmit the revised budget and ED salary certifications however, can do so if you wish.

**Penalties for Non-compliance**

**For LHAs who receive an operating subsidy**

LHAs who do not comply with this request by the deadline of January 31, 2012 will have their operating subsidy withheld in an amount equal to their administrative expenses as reflected in the most recent submitted budget.

**For LHAs who do not receive an operating subsidy**

LHAs who do not comply with this request by the deadline of January 31, 2012 will have a freeze imposed on their operating reserves.

These certifications represent your collective involvement and understanding of the LHA's operations and actions and I know you all share my commitment to financial transparency and accountability.